



## INTERNSHIP DESCRIPTION

<b>Job Title:</b>	<b>Performing Arts &amp; Culture Intern</b>
<b>Classification:</b>	<b>Unpaid Internship; course credit available</b>
<b>Schedule:</b>	<b>Fall Semester (09-12 2022); up to 20 hours per week, some evenings and weekends required</b>
<b>Reports to:</b>	<b>Performing Arts &amp; Culture Coordinator</b>

### ORGANIZATIONAL SUMMARY:

Asia Society Texas Center believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

### POSITION OVERVIEW:

As a Performing Arts & Culture intern, you will be involved with programs that cover performing arts, films, music talks, festivals and more. This internship will require research and involvement in curating programming. The intern be guided through the logistics and technical processes of how these programs are produced with opportunities for student research and backstage involvement in program execution. The internship will also include professional training for working at a cultural non-profit organization.

### RESPONSIBILITIES:

- Provide support for in-person program development and execution.
- Research topics and artists relevant to current or future possible performances and events.
- Draft program concepts, discussion questions, and program recaps.
- Provide administrative and logistical support.
- Perform outreach to program partners.
- Liaise with other departments as needed.
- Other duties as assigned.

### QUALIFICATIONS:

- Current university student; interest or experience in performing arts, film, music, and/or festival logistics strongly encouraged.
- Strong written communication skills.
- Ability to work independently and on deadline.
- Familiarity with Asian performance/arts/culture preferred.



#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

#### **RELOCATION:**

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

#### **HOW TO APPLY:**

Please submit application here: [https://asiasocietytx.formstack.com/forms/internship\\_application](https://asiasocietytx.formstack.com/forms/internship_application)

#### **To apply for the Performing Arts & Culture Internship, please address these questions in your cover letter:**

1. What specific experiences in your life made you want to pursue or interested to pursue involvement with Performing Arts & Culture?
2. Why do you think Asia Society will be a good fit for you?
3. What event at Asia Society (attended or not) made you feel like you wanted to intern here?

*Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide a current reference and complete a background check.*

*We strongly encourage applications from BIPOC, LGBTQIA+ and nonbinary people, disabled people, members of religious minorities, and any other underrepresented groups. Asia Society Texas Center ensures that all staff and volunteers working with students are trained in safety protocols and follow conduct guidelines.*